



CORR-LAW LIBRARY DIRECTOR

Characteristics of Work

This is supervisory work involving the coordination and direction of activities at the state penitentiary's law library. The incumbent directs the inmate legal services program. The work includes conducting legal research; coordinating the Attorney/Client consultation visits and maintaining evidence for the penitentiary to present in court. General supervision is received from the attorney. Supervision is exercised over legal and clerical personnel.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Directs the inmate legal services program for inmates incarcerated at the state penitentiary, the satellite programs, or the county jails.

Coordinates the Attorney/Client consultation visits.

Conducts legal research at the request of the Attorney General's Office and the Department of Corrections' attorney.

Provides legal assistance to inmates and assists inmates in drafting legal documents.

Maintains evidence for the penitentiary to be used in the chain of evidence in court.

Assigns and reviews work of subordinate legal and clerical personnel.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Master's Degree from an accredited four-year college or university in Law Enforcement, Criminal Justice, Criminology, Library Science, Political Science, or a related field and (3) years of experience in work related to the above described duties;

OR

A Bachelor's Degree from an accredited four-year college or university in Law Enforcement, Criminal Justice, Criminology, Library Science, Political Science, or a related field and four (4) years of experience in work related to the above described duties.